

Fermilab Time & Effort Reporting

-

Information Meeting



Fermilab Time & Effort Reporting

➤ Agenda

- What is it?
- Why are we doing this?
- When will it be implemented?
- What is expected of me?
- Next Steps?
- Questions?



Fermilab Time & Effort Reporting

What is it?

Web-based system to automate time and attendance reporting and approval for all lab employees

Effort Reporting, Time Sheets & Leave Sheets all to use a single source of entry

Employees to enter their own time

Time worked to be reported in actual hours

Time entry and approval to occur on a weekly basis

Fully integrated with the Laboratory's core financial management systems (Oracle & PeopleSoft)



Fermilab Time & Effort Reporting

➤ Why are we doing this?

- Bringing our financial management systems up to date
 - Replacing 35+ year old manual processes
 - Eliminating numerous redundant stand-alone systems
 - Resolving several audit control issues
 - Fully integrating with the Lab's core Oracle and PeopleSoft systems



Fermilab Time & Effort Reporting

➤ Why are we doing this?

- Streamlining operations and reporting
 - Automating time entry and approval
 - Eliminating duplicate effort associated with creating and feeding individual labor tracking systems
 - Standardizing processes and reporting
- Preparing ourselves for future projects



Fermilab Time & Effort Reporting

➤ When will it be implemented?

- Sections (BSS, ESH, FESS, FIN, WDRS) and the Directorate:
 - Monthly employees cut-over in Nov '07 - **~250 employees**
 - Weekly employees to cut-over in 3Q CY09 - **~244 employees**
- TD monthly employees to cut-over March, 2009

PPD, FCPA, CMSC monthly employees to cut-over August 3, 2009 - **~425 employees**

- AD, APC & CD monthly employees to cut-over August 31, 2009- **~550 employees**
- Division/Centers weekly employees to cut-over in 2010- **~450 employees**
- Unions to cut-over in 4Q CY09 - **~85 employees**



Fermilab Time & Effort Reporting

- What is expected of me?
 - CBT training in Feb and March 2009
 - Web-based tutorial and certification exam
 - Need to pass in order to get user-id/password
 - Required for all employees
 - Complete by March 7th
 - Hands-on classroom training required for all timekeepers (January 22-23) and approvers (starting July 21, 2009)
 - All employees required to enter their own time on a weekly basis



Fermilab Time & Effort Reporting

➤ Next Steps?

- Email with link to CBT training from your Division or Center Headquarters
 - Web-based tutorial and certification exam
 - Need to pass in order to get user-id/password
- Create a “practice” timecard in test database
- Hands-on classroom training required for all approvers and timekeepers
- Begin entering time & effort the week of August 3, 2009



Fermilab Time & Effort Reporting

Questions?

